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OS [unclear]
[unclear] 2/20/76

DEC 1976

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MEMORANDUM FOR: Deputy Director for Administration

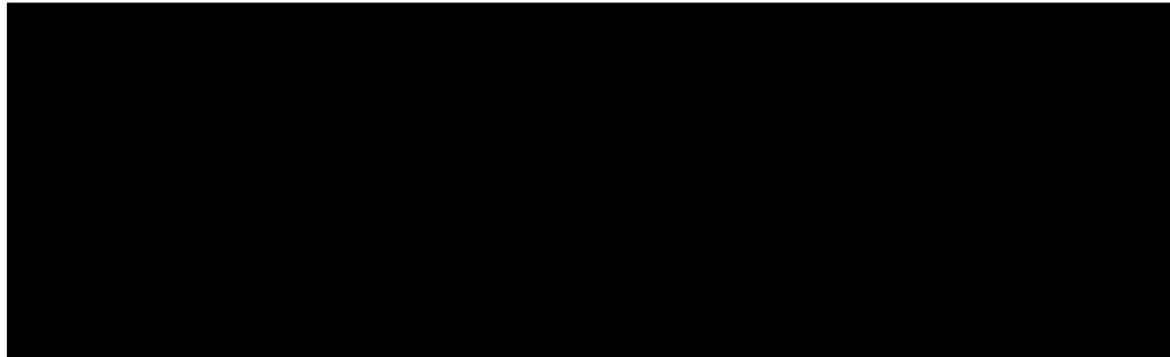
FROM : [redacted]
Acting Director of Security

SUBJECT : Office of Security Significant Activities -
Week of 26 November 1976

REFERENCE : DDA Administrative Instruction No. 74-5

1. This memorandum is for information only.
2. The activities of the Office of Security during the week of 26 November - 2 December were highlighted by the following items:
 - a. On 28 November, an Office representative began temporary residence in Americus, Georgia in order to act as the control officer for the compartmented information that will be reviewed by the President-elect. The Office representative meets with the President-elect each morning and remains with him while he reads the compartmented information. At this moment it appears that this will be the standard order of activities until approximately 20 January 1977.
 - b. On 1 December, Office representatives provided security support to the DCI and the DDO in connection with their appearance before the Defense Subcommittee of the House Appropriations Committee.

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d. On 2 December, Office representatives provided a briefing on three sensitive compartmented information programs to Messrs. Matthew B. Coffey, Bowman Cutler and Barry M. Blechman of the President-elect's Transition Team. Mr. Coffey was designated as the sole codeword control officer for the Transition Team and he alone will designate those other team members who have a "need to know" compartmented information programs.

e. During the reporting period Office representatives commenced Safety presentations for Agency employees that will include comments on Drinking and Driving and Christmas Safety. This special lecture will be presented twenty-four times prior to the holidays.

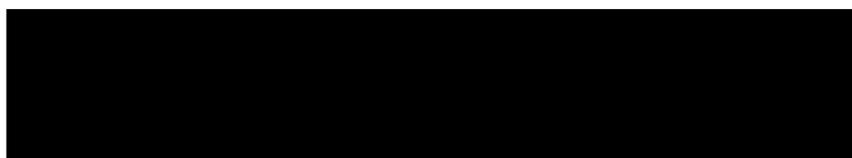
f. A statistical survey completed during the reporting period showed the following totals for "crank mail" received by the Agency:

| | |
|--------------------|------|
| CY 1974 | 1818 |
| CY 1975 | 4224 |
| CY 1976 (to 11/26) | 4773 |

Statistics are not kept on specific types of "crank mail" received, but there has been no substantial change in 1976 compared to 1975 in the number of threats against U.S. Government or Agency officials received in this form.

3. Projected Office of Security activities for the week of 3 December 1976 of possible interest at the Directorate level include:

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Distribution:

- Orig & 1 - DDA
- 1 - A/D/S
- 1 - C/MAS/DDA
- ① - OS Reg
- 1 - PPG Chrono

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SENDER WILL CANCEL CLASSIFICATION AND DATE
 UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | DATE | INITIALS |
|----|------------------|------------|--------------------|
| 1 | AC/PPG | 12/3 | <i>[Signature]</i> |
| 2 | ADD/P&M | 12/3 | <i>[Signature]</i> |
| 3 | ADD/S | | |
| 4 | AD/S | 3 DEC 1976 | <i>[Signature]</i> |
| 5 | AC/PPG | | |
| 6 | | | |

| | | |
|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> PREPARE REPLY |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> DISPATCH | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> FILE | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |

Remarks:

Deadline: ~~Noon~~ 3 Dec 76

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25X1A FROM: NAME, ADDRESS AND PHONE NO. DATE
 [Redacted] AC/PPG *[Signature]* 12/3/76

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